



ST JOSEPH'S NUDGEE COLLEGE

# Admissions Policy

POLICY DOCUMENT - FEBRUARY 2022

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# Admissions Policy

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## Reflection Documentation

- *Nudgee College Strategic Plan*
- *Charter for Catholic Schools in the Edmund Rice Tradition*

## Rationale

St Joseph's Nudgee College (Nudgee College) Admissions Policy applies to the admissions policy and procedure of male students of compulsory school age in Years 5 to 12 whose parents/caregivers seek a Catholic education within the tradition of Edmund Rice Education. Nudgee College offers a dynamic learning environment and holistic education for students from varying socioeconomic and cultural backgrounds. Nudgee College complies and fulfils the requirements of relevant Federal, State and Local Government laws and regulations.

## Application

This policy covers all those students/families/carers seeking enrolment at Nudgee College. The College is governed by the Trustees of Edmund Rice Education Australia to provide Catholic education in the tradition of their founder, Blessed Edmund Rice, for the young men in its care. This policy provides processes and guidelines to support the admission processes at Nudgee College.

## Guiding Principles

In line with gospel values, Church teaching and the tradition of our founder, Blessed Edmund Rice, this Admissions Policy is developed to reflect the following principles:

- A deep concern for the education of the minds and hearts of the young.
- A Catholic School in the Edmund Rice tradition stands in solidarity with those who are poor and marginalised. As a practical expression of this solidarity, a Catholic school strives to provide access to those who otherwise would not seek enrolment.
- The acknowledgement that parents are significant stakeholders in the admissions process of each College.
- A Catholic School in the Edmund Rice tradition will act justly. This is reflected consistently in its structures and processes.
- A Catholic School in the Edmund Rice tradition manages and uses its resources equitably in the best interests of its current and future community, always conscious of the wider community in which it is situated.
- A Catholic School in the Edmund Rice tradition is sensitive to the economic situation of each of its families.

## Obligations

Legal requirements:

- The Education (Accreditation of Non-Government Schools) Act (2017)
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- Contract Law

Other alignments with the policies outlined in:

- The Charter, Edmund Rice Education Australia, March 2019
- The Catholic School on the Threshold of The Third Millennium, Congregation for Catholic Education, Strathfield: St Paul's Publications, 1998
- Commonwealth and State funding programs for non-government schools

## Edmund Rice Ethos

The cultural characteristics of an Edmund Rice education are contained within The Charter, which can be found on the following website:

- [Charter for Catholic Schools in the Edmund Rice Tradition](#)

The Charter is further developed in both Nudgee College Vision and Mission Statements:

- Nudgee College was established by the Christian Brothers in 1891 and is one of the oldest continuing Catholic boys boarding colleges in Australia. We currently enrol boarding and day students from Year 5 through to Year 12. Edmund Rice Education Australia (EREA) now governs Nudgee College, and the EREA Charter for Catholic schools in the Edmund Rice Tradition informs our policies and practices.

## • OUR VISION

Our young men strive in the spiritual, academic, social, personal, cultural, and sporting aspects of life to become Signum Fidei - 'Signs of Faith' for the world.

## • OUR MISSION

We provide an education that will liberate hearts and minds following in the footsteps of Blessed Edmund Rice.

## • OUR STAR

The significance of the star is found in Daniel 12:3

***"Those who instruct many unto justice shall shine like stars for all eternity."***

All members of the Nudgee College community are called to be wise, to know the difference between right and wrong and to lead others in action through the example of Jesus as expressed in the gospels, and through the charism of the founder of the Christian Brothers, Blessed Edmund Rice. Embedded within the star are the values that reflect our traditions, current practice, and expression of the Touchstones from the EREA Charter.

## • OUR VALUES

Since 1891, Nudgee College has established a reputation for producing young men who are leaders in their communities. Our school community is based on our vision to form young men to be Signum Fidei - 'Signs of Faith' for the world. As such, our values are based on our College crest, which has at its heart the symbol of the star.

## Definitions

In this policy, the following terms are defined as:

- **Application form** is a form to be completed by parents applying for enrolment for a student. The Application Form is accompanied by payment of a non-refundable Administration Fee. Lodgement of an application is not a guarantee that an enrolment offer will be made.
- The **admissions process** includes the following Four steps taken to enrol a student at Nudgee College:
  1. Submit Application for Enrolment.
  2. Complete interview.
  3. Receive a letter from the Principal.
  4. Attend Orientation Day.
- **Acceptance of offer fee** is a singular, non-refundable payment made to secure a specific place of enrolment. This fee is placed into a Signum Fidei Fund to provide temporary support to current families who experience hardships at Nudgee College.
- A **written agreement** means a contract binding upon all parties. A Written Agreement is signed by parents signifying acceptance of Nudgee College's policies, financial considerations, rules, codes of behaviour, et al. This Written Agreement is signed at the time of acceptance of a place of enrolment and forms part of the suite of enrolment acceptance documents.
- **Enrolment acceptance documents** comprise a suite of documents completed and signed by parents signifying acceptance of the Nudgee College's offer of enrolment.
- **Parent(s)** is/are the legal guardian(s) of a child under eighteen years. This can include step-parents, grandparents and other carers if they are legally recognised as guardians of the applicant.

## Selection

Nudgee College welcomes applications from prospective students where families are supportive of the objectives and methods of Nudgee College and whose spiritual and educational aspirations may reasonably be met.

- All offers are made at the discretion of the Nudgee College Principal. The Principal will need to be satisfied, based on advice, collected information and the Principal's judgment that there is a reasonable expectation that an applicant is ready to benefit from the educational programs and structures of Nudgee College.
- Consideration is given to baptised Catholic students attending Catholic schools and to baptised Catholics in non-Catholic schools. Applicant families who actively participate in the life of the Catholic Church are given favourable consideration.
- Boarding Students - for over 130 years, Boarding has been at the heart of Nudgee College, and we are committed to continuing to provide the opportunity for students from across regional and remote Australia to benefit from our academic, extracurricular and student welfare programs. Boarders applications are accepted for all year levels.
- Admission is open to all male students who are defined as compulsory school age.
- Nudgee College gives consideration to students from other faith traditions who are demonstrably supportive of Catholic education and the Edmund Rice tradition.
- Weight is given to applicants who have members of their immediate family (including uncles) as present or past students of Nudgee College and/or who are active in their association with the Christian Brothers or the College.
- The College seeks to reflect diversity in the composition of the student population.
- Applicants are only accepted if they reside with and are in the direct care of their parent(s) or legally recognised guardian(s).

- Admission is subject to a comprehensive application form being completed in full, with supporting copies of all documentation such as but not limited to the birth certificate, school reports, standardised testing (e.g. NAPLAN), references and passport/residency details;
- Admission is subject to places being available. When there are other students on the waitlist, a combination of the following factors in no particular order are all taken into consideration when prioritising a prospective student and subsequent offer of a place:
  - Siblings of students already attending the College;
  - Baptised Catholic children who:
    - Attend a Catholic school; or
    - Are members of the local parish community in rural areas where a Catholic school is not available;
  - Catholic family;
  - A student enrolled in another Catholic school or another Edmund Rice Education Australia school;
  - A son of a Nudgee College Old Boy;
  - Application date;
  - A family connection to the College, e.g. cousin, uncle, grandfather.
  - Academic Record;
  - Co-Curricular participation and achievement;
  - Students whose parent(s)/guardian(s) desire and are committed to Catholic education.
- Enrolment will be offered where the College has the requisite resources to respond to any identified specific needs of a student unless the adjustment would impose unjustifiable hardship on the school, refer Section 3.4 of the Disability Standards for Education 2005.
- Deferment of enrolments - offers are only valid for 21 days from the date of the letter. Deferment can only be once enrolment acceptance has been paid in full. Deferment for day students can only occur in Year 5 for enrolment to commence Year 7 if a position is available. Deferment for day students is not possible in Years 8 - 11. Only one deferment request is possible per student application.
- If the enrolment is full when an application is received, the student's name will be placed on a waiting list for the year nominated. Enrolment is then considered as vacancies become available. Every effort is made to enrol students from the waiting list, however, this may not be possible. If an offer of enrolment cannot be made for the desired intake year, the application will be transferred to subsequent years unless a written request is made.

#### **GENERAL CONDITIONS**

- The main intake year levels for entry to Nudgee College are Years 5 and 7. In any given year, access at other year levels is possible if vacancies arise. This refers particularly to entry at Years 10 and 11, where the College has offered some places to both boarders and day boys. If a request is made at a later date to alter the preferred year of entry on the original application, it will be considered sympathetically, but cannot be automatically granted. After the application for enrolment has been lodged, it is the parents' or guardians' responsibility to ensure the College is advised of any change of address. The College does not maintain places on the enrolment or waiting list if correspondence is unanswered.

## Procedures

The Trustees of Edmund Rice Education Australia have delegated to the Nudgee College Principal responsibility for:

- Ensuring that the annual intake of new students reflects the desired diversity of the population and reflects the diversity of the College community.
- Ensuring the admissions process is documented, published and available to both the College community and the community at large.
- Ensuring all persons involved in the admissions process are conversant with associated policies and documentation.
- Making each offer of a place of enrolment.

## Implementation of the Admissions Process

Nudgee College acknowledges enrolment enquiries in an appropriate and timely manner according to a documented procedure.

### The Admissions Process - Year 5 Entry

*(Two Years prior to commencement year)*

The admission process for Year 5 entry has four steps:

#### Step 1: Submit Enrolment Application

- An Application for Admission can be made from birth. Application is made online via the Nudgee College website, [www.nudgee.com](http://www.nudgee.com). It is the responsibility of the applicant's parents to keep the College informed of changes of address and/or contact details.
- The Application Form seeks student information, close connections to the College and other applicable family information. All applications for admission require payment of a non-refundable Administration Fee.
- Once the online application is completed, a receipt for payment of the Administration Fee and acknowledgement is generated.

- Year 5 Day students are in line with the Catholic Schools agreement. Applications close 31 May two years prior.
- Approximately two years prior to anticipated entry, all families who have completed an Application for Enrolment are contacted by the Admissions Department and are advised of the stage 2 enrolment process. At this stage, further, documentation is sought.
- On receipt of the information requested to commence the pre-enrolment consideration process, documentation is checked for accuracy/ completion and is then appended to the applicant's file. When completing these forms and providing requested information, families should make full and frank disclosure. Failure to do so may result in the cancellation of enrolment.
- Failure to respond to the request(s) for further documentation, submission of incomplete documentation or submission of documentation after the due date (without prior arrangement) will result in Nudgee College being unable to further progress the application.
- All applications will be reviewed by the Principal and/or their delegate before proceeding further.

#### Step 2: Complete interview

- Bulk Year 5 interviews for students commencing are conducted two years prior in July.
- All applications will be reviewed by the Principal and/or their delegate before proceeding further.

#### Step 3: Receive a letter from the Principal.

- The Principal, through the Admissions Department, informs parents/carers of a letter of offer/wait-list/decline in line with the Catholic Schools agreement.

- To signify acceptance of the College's offer of a place of enrolment, parents complete and sign the letter of offer and acceptance signifying acceptance of Nudgee College's policies, financial considerations, rules, codes of behaviour, et al. This Written Agreement is signed at the time of acceptance of a place of enrolment and forms part of the suite of enrolment acceptance documents. These completed documents should be received by the Admissions Department by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.
- Payment of the non-refundable Acceptance of Offer Fee is also required at the time of acceptance and should be received by the Admissions Department by the due date, as indicated in the letter of offer.
- Failure to return correctly completed and signed acceptance documents and remit the Acceptance of Offer Fee by the due date (or without prior arrangement) will result in the withdrawal of the offer of enrolment.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees that specified place of enrolment; that is, offers are not transferable.
- Once an offer is accepted, parents will receive a receipt for payment of the Acceptance of Offer Fee which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 5 is made, parents will be informed in writing and advised that the candidate's application for enrolment will be transferred to the waitlist process. Parents need to advise Nudgee College in writing if they do not wish the application to proceed or for the application to be transferred to the Year 7 intake consideration process.

#### **Step 4: Orientation**

- All new students attend the Orientation Day in October/November the year before commencing (or complete orientation with House Deans or Pastoral Care Tutors for mid-year entry)

### **The Admissions Process - Year 7 Entry**

*(Three Years prior to commencement year)*

The admission process for Year 7 entry has four steps:

#### **Step 1: Submit Enrolment Application**

- An Application for Admission can be made from birth. Application is made online via the Nudgee College website, [www.nudgee.com](http://www.nudgee.com). It is the responsibility of the applicant's parents to keep the College informed of changes of address and/or contact details.
- The Application Form seeks student information, close connections to the College and other applicable family information. All applications for admission require payment of a non-refundable Administration Fee.
- Once the online application is completed, a receipt for payment of the Administration Fee and acknowledgement is generated.
- Year 7 Day and Boarding students applications close 15 February, three years prior to anticipated entry.
- Approximately three years prior to anticipated entry, all families who have completed an Application for Enrolment are contacted by the Admissions Department and are advised of the stage 2 enrolment process. At this stage, further documentation is sought.
- On receipt of the information requested to commence the pre-enrolment consideration process, documentation is checked for accuracy/ completion and is then appended to the applicant's file. When completing these forms and providing requested information, families should make full and frank disclosure. Failure to do so may result in the cancellation of enrolment.
- Failure to respond to the request(s) for further documentation, submission of incomplete documentation or submission of documentation after the due date (without prior arrangement) will result in Nudgee College being unable to further progress the application.
- All applications will be reviewed by the Principal and/or their delegate before proceeding further.

### **Step 2: Complete interview**

- Bulk Year 7 interviews for students commencing are conducted three years prior in July.
- All applications will be reviewed by the Principal and/or their delegate before proceeding further.

### **Step 3: Receive a letter from the Principal.**

- The Principal, through the Admissions Department, informs parent(s)/carer(s) of a letter of offer, wait-list or decline.
- To signify acceptance of the College's offer of a place of enrolment, parents complete and sign the letter of offer and acceptance signifying acceptance of Nudgee College's policies, financial considerations, rules, codes of behaviour, etc. This Written Agreement is signed at the time of acceptance of a place of enrolment and forms part of the suite of enrolment acceptance documents. These completed documents should be received by the Admissions Department by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.
- Payment of the non-refundable Acceptance of Offer Fee is also required at the time of acceptance and should be received by the Admissions Department by the due date, as indicated in the letter of offer.
- Failure to return correctly completed and signed acceptance documents and remit the Acceptance of Offer Fee by the due date (or without prior arrangement) will result in the withdrawal of the offer of enrolment.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees that specified place of enrolment; that is, offers are not transferable.
- Once an offer is accepted, parents will receive a receipt for payment of the Acceptance of Offer Fee which signifies the place of enrolment is confirmed.

- If no offer of enrolment for Year 7 is made, parents will be informed in writing and advised that the candidate's application for enrolment will be transferred to the waitlist process. Parents need to advise Nudgee College in writing if they do not wish the application to proceed or for the application to be transferred to another intake consideration process through the waitlist.

### **Step 4: Orientation**

- All new students attend the Orientation Day in October/November the year before commencing (or complete orientation with House Deans or Pastoral Care Tutors for mid-year entry).

### **Admission Process for Bursary or Scholarship**

Since its foundation in 1891, Nudgee College has been committed to providing access to Catholic education for all boys, regardless of individual family financial circumstances. Each year the College will provide a limited number of Bursaries and Scholarships to students, who might otherwise be excluded from the College for financial reasons. The Bursaries and Scholarships are means-tested, confidential and reviewed annually.

### **RATIONALE**

Blessed Edmund Rice wanted his schools to be open to all classes of people, rich and poor alike. In keeping with our Catholic education in the tradition of Blessed Edmund Rice, the principal criterion for the provision of financial assistance from the Bursary/Scholarship Fund is a demonstrable, means-tested inability to afford a Nudgee College education.

While the criteria might appear to be demanding, the College has substantial responsibilities to ensure that the Bursary/Scholarship Funds monies are distributed with equity, confidentiality and compassion at all times. Each case will be judged on its merits and, where appropriate, the Principal and the bursary committee will exercise their discretionary to apply for assistance.

Assistance from the College will be provided to students and families who, in the opinion of the Bursary Committee, will be significant contributors to the College community. The focus will be on generous endeavours in a variety of fields, rather than solely on academic or co-curricular talent. In brief, the two-way street of mutual benefit must be obvious – the College provides financial support with the clear expectation that the student and family will contribute to the College in whatever way possible.

Assistance is provided with the understanding of the obligation of strict confidentiality is incumbent on both the recipient family and the College Bursary Committee overseeing the management of the Bursary Funds. The College grants a Bursary to a student on the understanding that it is a debt of honour. In other words, it is expected that the recipient will do all in his power to repay that debt sometime in the future and give another young man the chance to have a Bursary place at Nudgee College.

## PROCESS

The Bursary Committee takes responsibility for the application of means and other tests to establish applicants' financial capabilities. Financial assistance from the Bursary Committee is given on a demonstrated needs basis. The provision of complete supporting financial documentation is necessary before any application can be processed.

Preference in the decision-making process will be given to families who are obviously committed to the Nudgee College values; faith, courage, authenticity, community, excellence and justice.

It is important that applications for Bursary/Scholarship assistance are made at the same time as applications for enrolment in the College. A family who has already accepted an offer of enrolment from the College is deemed on financial grounds to be ineligible for Bursary assistance.

Bursary/Scholarship assistance is available only to an Australian citizen or permanent resident from Year 7 to Year 11 when the funds will allow it.

Financial assistance from the Bursary Committee is given on an individual student basis. In the interests of sharing this assistance among as many families as possible, the presumption should be that a family is likely to receive only one Bursary, the sibling discount will still apply.

In each instance, the parents or carers are asked to:

- Complete the Application form and return to the College as soon as possible.
- Collect and submit the relevant supporting documentation with your application.
- Be proactive in notifying the College Credit Manager of your change of circumstances throughout your application or time at the College.
- If required, meet with the Credit Manager to discuss your situation.

## WHO CAN APPLY?

Application for assistance is open to the public at large and may include pupils enrolled at Nudgee College.

Families experiencing genuine financial hardship are eligible to apply. The College does not have the capacity to provide Bursaries and Scholarships for all applications. A priority list will be determined upon review of the written applications received and interviews.

*Please Note: Nudgee College does not offer 100% Bursaries or Scholarships. Parents/Carers are supported through a Bursary/Scholarship, a percentage of fees and ancillary charges are payable by Parents/Carers. Each application is assessed on a case by case basis and treated confidentially at all times. Parents/Carers are required to briefly list the percent of Bursary/Scholarship required between 5% and 75% and the reason for applying.*

## HOW TO APPLY

If you feel you meet the above criteria, all information and application forms can be found on the Nudgee College website, [www.nudgee.com/admissions/bursaries-and-scholarships](http://www.nudgee.com/admissions/bursaries-and-scholarships). It is the responsibility of the applicant's parents to keep the College informed of changes of address and/or contact details.

Submit the application (with all required supporting documentation) to the Admissions Department via email [admissions@nudgee.qld.edu.au](mailto:admissions@nudgee.qld.edu.au).

The financial assessment will include:

- PAYG:
  - Previous two years tax returns along with the two most recent payslips
  - This should include the most recent PAYG Summary / ATO Notice of Assessment
  - Signed and witnessed statement of Assets and Liabilities
- Self Employed (Partnerships & Company) / Trusts / Includes Individuals with Trust structure:
  - Previous two years tax returns plus a statement of Profit and Loss and Balance Sheet for each year
  - Most recent taxation returns for individual names, companies and trusts
  - A copy of the current Tax Portal for Companies, Trusts and Individuals

Please note: In some instances, an interview may be required with the Finance Credit Manager, you will be contacted by the College with an appointment time to discuss the financial situation.

## Additional Information

- Progressive Academic Testing will be completed for all new students and continuing students whilst at Nudgee College. Year 5 will be conducted around Orientation. Whilst all other year levels will be conducted at the beginning of the school year.
- For the allocation of new students to House groups, the College endeavours to honour known family connections (via sibling(s), parent(s), grandparent(s), etc) to a specific House. However, the College does reserve the right to allocate new students to Houses in consideration of its operational necessities. Therefore, no guarantee is able to be given that a request for the allocation of a new student to a specific House group will be granted.
- Families reserve the right to cancel an application for enrolment at any stage of the application process but must do so in writing. An email to [admissions@nudgee.qld.edu.au](mailto:admissions@nudgee.qld.edu.au) is required to confirm cancellation.
- Families reserve the right to cancel an enrolment at any time during the period between acceptance of the offer and the date of student commencement, a Term's notice is required to ensure a position can be offered to another family. An email to [admissions@nudgee.qld.edu.au](mailto:admissions@nudgee.qld.edu.au) is required to confirm cancellation.
- All enquiries relating to enrolment should be directed to the Admissions Department, in the first instance.



PLEASE REFER TO  
**WWW.NUDGEE.COM**  
FOR FURTHER INFORMATION.



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***A Catholic School in the Edmund Rice Tradition***

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